

# Job Opportunity

August 17, 2006

With CDA  
it's not just  
another job  
it's a career!

**DUTY STATEMENT  
CLICK HERE!**

Please refer to  
CDA8 #0607-764-001  
on your application.

Applications will be  
accepted until FILLED.

All applications will be  
screened and only the  
most qualified will be  
interviewed

E-mail your application  
and resume to:  
**careers@aging.ca.gov**  
or  
for more information go  
online to:  
**[http://www.aging.ca.gov/  
html/jobs/  
career\\_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**  
or  
mail your information to the  
address below:

**CALIFORNIA DEPARTMENT  
OF AGING  
HUMAN RESOURCES**

1300 National Drive,  
Ste 200  
Sacramento, CA 95834  
TDD 1-800-735-2929  
(916) 419-7525  
(916) 928-2269



**APPLY NOW  
CLICK HERE!**

## Staff Services Manager I

Permanent Full-Time Position  
Salary: \$4,746.00 - \$5,726.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

This position is located in the Support Services and Planning Team of the AAA-Based Team A that is responsible for assuring that the 33 Area Agencies on Aging (AAA) and their local service providers accomplish all provisions set forth in the Older Americans Act and the Older Californian's Act.

### PROGRAM:

Under the general direction of the Policy Manager, the Staff Services Manager I (SSMI) supervises the Supportive Services and Planning Team (SSPT) that consists of five analysts. The SSPT is responsible for implementing statutes under the Older Americans Act (OAA) and Older Californian's Act (OCA). OAA responsibilities include 24 OAA Title III-B Supportive Services programs and the OAA planning, area plans, function. OCA responsibilities include Brown Bag, Linkages, Respite Purchase of Service and Alzheimer's Day Care Resource Center programs.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Directly supervises the day-to-day work of five Aging Programs Analysts I and/or IIs. This includes day-to-day planning, training and guidance over SSPT activities, including formulating program policy recommendations, overseeing the development and monitoring of team budgets, personnel, participating in developing unit plans and long-range objectives related to the mission of the team;
- Ensures that the SSPT provides timely consultation, technical information and assistance to management on a wide-range of problems
- Oversees the AAA area plan function that specifies statewide requirements, provides policy guidance, technical assistance to AAAs and recommends to the SSM II approval of final area plans;
- Oversees analytical studies of program performance to improve the efficiency and quality of supportive services programs under the OAA and OCA.

### WHO MAY APPLY:

Applicants currently at the Staff Services Manager I (SSMI) level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees. Will consider a Limited-Term Appointment or Out-of-Class Assignment.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

